



Duhok polytechnic university

Duhok medical technical institute

Computer Power point

Prepared by:

Nawal ahmad

supervised by:

mrs.hala

Table of content

1-introduction

2-content

- **WHAT IS POWERPOINT?**
- **Do You Need PowerPoint?**
- **Basics of MS PowerPoint**
- **Question: How to open MS PowerPoint on a personal computer?**
- **Question: What is a PowerPoint presentation or PPT?**
- **Question: What is a slide show in a PowerPoint presentation?**
- **Question: What all elements can be added to a slide?**
- **Features of MS PowerPoint**
- **Animations**
- **Uses of PowerPoint Presentation**
- **What Is a PowerPoint Presentation?**
- **Do You Have Microsoft PowerPoint?**
- **Where to Get Microsoft PowerPoint**

3-reference

introduction

Microsoft PowerPoint is a commercial presentation application written and distributed by Microsoft for Microsoft Windows and Mac OS X. The current versions at the time of writing this tutorial are 2010 for Microsoft Windows and 2011 for Mac OS X. Microsoft PowerPoint is a presentation tool that supports text, shapes, graphics, pictures and multimedia along with integration with other Microsoft Office products like Excel. By default, documents saved in PowerPoint 2010 are saved with the .pptx extension whereas, the file extension of the prior PowerPoint versions is .ppt.

The History of PowerPoint

Over the years, there have been many versions of the Microsoft Office suite. The lower-priced suites only included the basic apps (often [Word](#), PowerPoint, and [Excel](#)). The higher-priced suites included some or all of them (Word, PowerPoint, Excel, [Outlook](#), OneNote, SharePoint, Exchange, [Skype](#), and more). These suite editions had names like Home and Student, Personal, or Professional.

PowerPoint is included regardless of which version of the Microsoft Office suite you are looking at.

Here are the recent Microsoft Office Suites that also contain PowerPoint:

- PowerPoint Online and PowerPoint 365 are available and updated regularly in Microsoft 365.
- PowerPoint 2019 is available in Office 2019.
- PowerPoint 2016 was available in Office 2016.
- PowerPoint 2013 was available in Office 2013.
- PowerPoint 2010 was available in Office 2010.
- PowerPoint 2007 was included with Office 2007.
- PowerPoint 2003 was included with Office 2003.
- PowerPoint 2002 was included in Office XP.

PowerPoint is available for the Macintosh line of computers too, as well as smartphones and tablets

WHAT IS POWERPOINT?

PowerPoint (PPT) is a powerful, easy-to-use presentation graphics software program which allows you to create professional-looking electronic slide shows. PPT is used to present information in an organized manner to an individual or group. Using clip art, sound clips, movie clips, graphs, organization charts, imported Web screens, and many other features, you can easily create a presentation that will impress your audience and convey your message clearly and professionally.

Do You Need PowerPoint?

Presentation software is the easiest way to create and show the kinds of slides you've likely seen in meetings or classroom situations.

There are several free options, including [LibreOffice](#), [Apache OpenOffice](#), and [SlideDog](#). However, if you need to collaborate with others on a presentation, integrate with other Microsoft programs (like Microsoft Word), or create a presentation that's viewable by anyone, [purchase Microsoft PowerPoint](#).

If integration with other Microsoft programs isn't important, [Google Workspace](#) has a presentation program called Slides that allows for excellent collaboration with others.

Microsoft PowerPoint comes with all the features you need to create presentations. You can start with a blank presentation or choose from various preconfigured presentations (called templates). A template is a file constructed with styles and designs applied. This option provides an easy way to begin a PowerPoint with a single click.

You can also insert pictures and videos from your computer and the internet, draw shapes, and create and insert all kinds of charts. PowerPoint offers many ways to transition between slides and animate the items on any slide

MS PowerPoint is a program that is included in the Microsoft Office suite. It is used to make presentations for personal and professional purposes.

In this article, we shall discuss in detail the functions and features of a PowerPoint presentation, followed by some sample questions based on this topic for the upcoming competitive exams.

To learn more about the different programs under [Microsoft Office](#), visit the linked article.

Ace the Computer Knowledge section in the upcoming Government Exams with the help of links below:

- [Computer Networks](#)
- [Internet](#)
- [Important Computer Related Terms](#)
- [Microsoft Windows](#)
- [Basics of MS Excel](#)

Given below are a few important things that one must know about the development and introduction of Microsoft PowerPoint:

- The program was created in a software company named Forethought, Inc. by Robert Gaskins and Dennis Austin.
- It was released on April 20, 1987, and after 3 months of its creation, it was acquired by Microsoft.
- The first version of this program, when introduced by Microsoft was MS PowerPoint 2.0 (1990).
- It is a presentation-based program that uses graphics, videos, etc. to make a presentation more interactive and interesting.
- The file extension of a saved Powerpoint presentation is “.ppt”.
- A PowerPoint presentation comprising slides and other features is also known as PPT.

Gradually, with each version, the program was more creative and more interactive. Various other features were added in PowerPoint which massively increased the requirement and use of this MS Office program.

From the examination point of view, MS PowerPoint happens to be a very important topic. Candidates who are preparing for the various Government exams can visit the [Computer Knowledge](#) page and get a list of topics included in the syllabus and prepare themselves accordingly.

Related Links	
<u>Computer Shortcut Keys</u>	<u>Computer Abbreviations</u>
<u>Basics of Cloud Computing</u>	<u>High Level Computer Languages</u>
<u>Types of Computers</u>	<u>Hardware and Software</u>

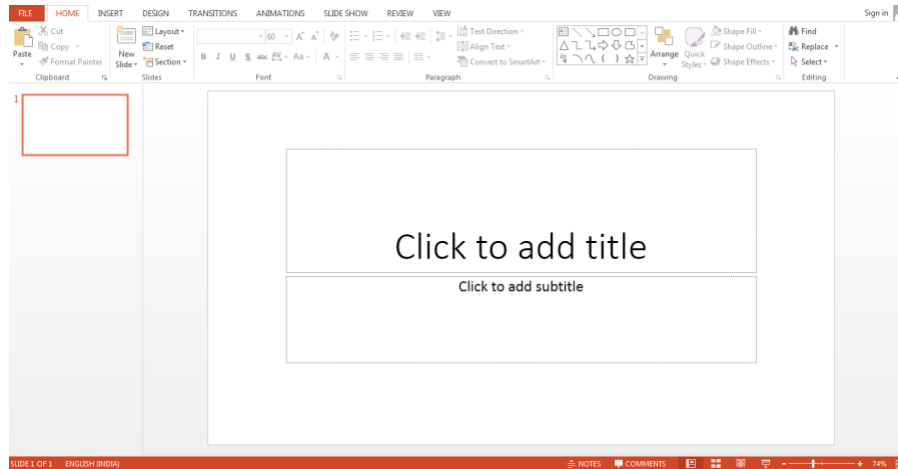
Basics of MS PowerPoint

Discussed below are a few questions that one must be aware of while discussing the basics of MS PowerPoint. Once this is understood, using the program and analysing how to use it more creatively shall become easier.

Question: What is MS PowerPoint?

Answer: PowerPoint (PPT) is a powerful, easy-to-use presentation graphics software program that allows you to create professional-looking electronic slide shows.

The image given below shows the main page of MS PowerPoint, where a person lands



when the program is opened
on a computer system:

Question: How to open MS PowerPoint on a personal computer?

Answer: Follow the steps below to open MS PowerPoint on a personal computer:

1. Click on the start button
2. Then choose "All Programs"
3. Next step is to select "MS Office"
4. Under MS Office, click on the "MS PowerPoint"

A blank presentation is open on the screen. According to the requirement, a person can modify the template for a presentation and start using the program.

Question: What is a PowerPoint presentation or PPT?

Answer: A combination of various slides depicting a graphical and visual interpretation of data, to present information in a more creative and interactive manner is called a PowerPoint presentation or PPT.

Question: What is a slide show in a PowerPoint presentation?

Answer: When all the slides of a PowerPoint presentation are set in series and then presented to a group of people, where each slide appears one after the other, in a set pattern, this is known as a PowerPoint slide show.

Question: What all elements can be added to a slide?

Answer: The following elements can be added to a Powerpoint slide:

1. Clip Art
2. Graphs
3. Tables
4. Photographs
5. Charts
6. Media Clips
7. Videos

All these elements are mainly used to enhance presentation skills and make the slide more interactive.

To learn more about the [Fundamentals of Computer](#), visit the linked article.

For a better understanding of the Microsoft PowerPoint and its operations, functions



and usage, refer to the video given below:

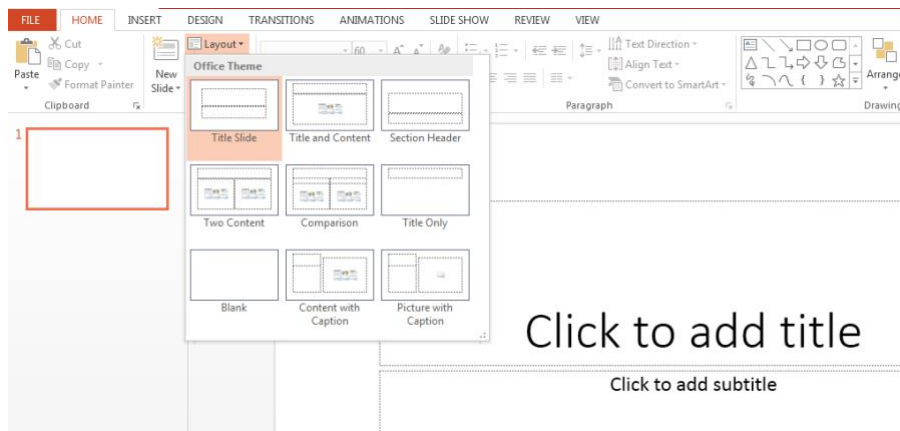
Features of MS PowerPoint

There are multiple features that are available in MS PowerPoint which can customise and optimise a presentation. The same have been discussed below.

• Slide Layout

Multiple options and layouts are available based on which a presentation can be created. This option is available under the “Home” section and one can select from the multiple layout options provided.

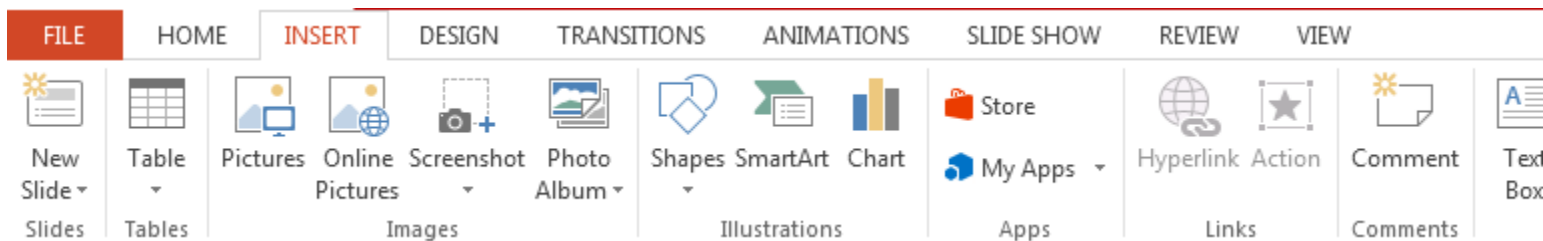
The image below shows the different slide layout options which are available for use:



-
-
- **Insert – Clipart, Video, Audio, etc.**

Under the “Insert” category, multiple options are available where one can choose what feature they want to insert in their presentation. This may include images, audio, video, header, footer, symbols, shapes, etc.

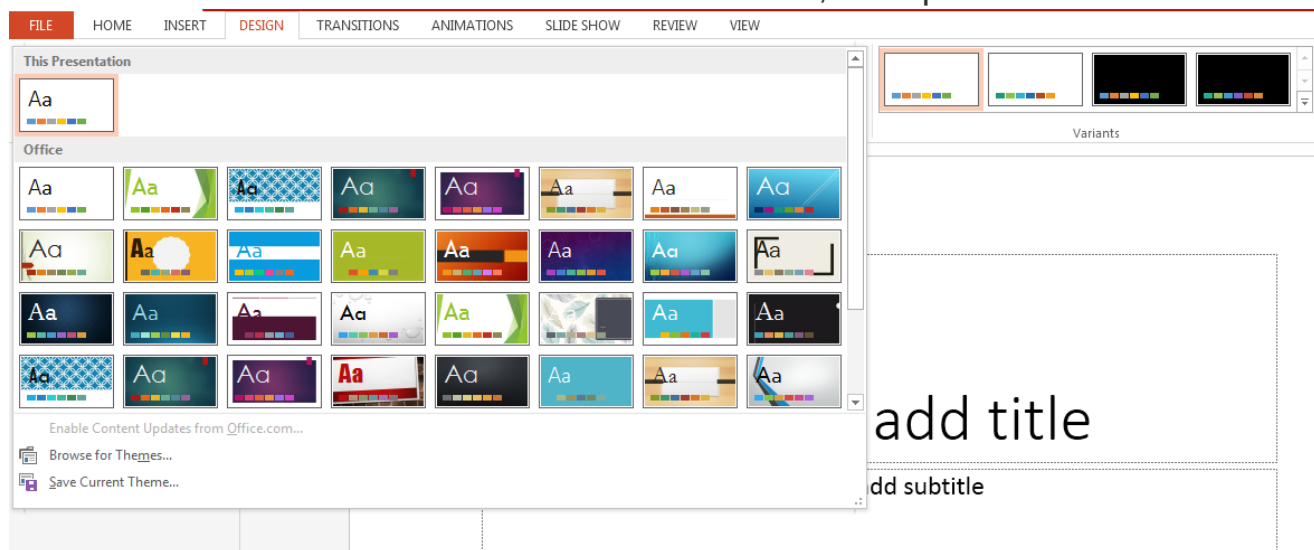
The image below shows the features which can be inserted:



• Slide Design

MS PowerPoint has various themes using which background colour and designs or textures can be added to a slide. This makes the presentation more colourful and attracts the attention of the people looking at it.

This feature can be added using the “Design” category mentioned on the homepage of MS PowerPoint. Although there are existing design templates available, in case someone wants to add some new texture or colour, the option to customise the design

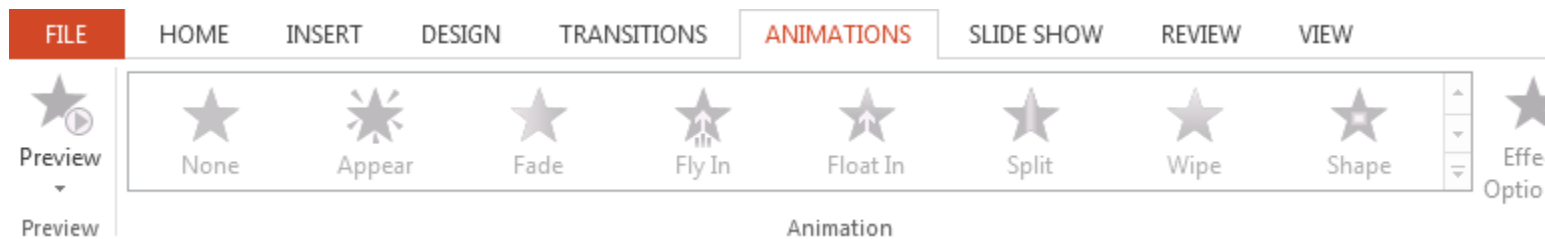


is also available. Apart from this, slide designs can also be downloaded online. Refer to the below for slide design:

• Animations

During the slide show, the slides appear on the screen one after the other. In case, one wants to add some animations to the way in which a slide presents itself, they can refer to the “Animations” category.

The different animation styles available on PowerPoint are:



Apart from all these options; font size, font style, font colour, word art, date and time, etc. can also be added to a PPT.

Also, there are various other subjects that are included in the exam syllabus for various competitive exams. Candidates can check the detailed section-wise syllabus in the links given below:

Logical Reasoning	Quantitative Aptitude
Verbal Ability	Current Affairs
Static GK	Banking Awareness

Uses of PowerPoint Presentation

PowerPoint presentations are useful for both personal and professional usage. Given below are a few of the major fields where PPT is extremely useful:

- **Education** – With e-learning and smart classes being chosen as a common mode of education today, PowerPoint presentations can help in making education more interactive and attract students towards the modified version of studying
- **Marketing** – In the field of marketing, PowerPoint presentations can be extremely important. Using graphs and charts, numbers can be shown more evidently and clearly which may be ignored by the viewer if being read
- **Business** – To invite investors or to show the increase or decrease in profits, MS PowerPoint can be used
- **Creating Resumes** – Digital resumes can be formed using MS PowerPoint. Different patterns, photograph, etc. can be added to the resume
- **Depicting Growth** – Since both graphics and text can be added in a presentation, depicting the growth of a company, business, student's marks, etc. is easier using PPT

Government exam aspirants can upgrade their preparation with the help of the links given below:

Free Online Mock Tests with Solutions	Previous Year Government Exam Question Papers with Solutions
Free Online Government Exam Quiz	Bank PO Question and Answers

Sample MS PowerPoint Questions and Answers

As discussed earlier in this article, Computer Awareness is included in the syllabus for many competitive exams. Thus, to understand the program from the examination point of view is also a must.

Given below are a few sample questions based on MS PowerPoint

What Is a PowerPoint Presentation?

A PowerPoint presentation is a group of slides that you create either from scratch or a template that contains information you want to share. Often, you show the presentation to others in an office setting, such as a sales meeting, but you can also create slide shows for weddings and birthdays.

When you display the presentation to your audience, the PowerPoint slides take up the entire presentation screen.

Do You Have Microsoft PowerPoint?

Lots of (but not all) Windows-based computers come with Microsoft Office installed. That means you might have a version of Microsoft PowerPoint.

To see if you have Microsoft PowerPoint installed on your Windows device:

1. From the **Search** window on the taskbar (Windows 10), the **Start screen** (Windows 8.1), or from the **Search** window on the **Start menu** (Windows 7), type **PowerPoint** and press **Enter**.

Note the results.

To find out if you have a version of PowerPoint on your Mac, you can find it in a couple of ways.

Look for it in the [Finder](#) sidebar, under **Applications** by selecting **Go > Applications**.

Or select the **magnifying glass** in the upper-right corner of your Mac's screen and type **PowerPoint** in the search field that appears.

Where to Get Microsoft PowerPoint

The two ways you can purchase PowerPoint are by:

- [Subscribing to Microsoft 365](#).
- [Buying the Microsoft Office suite](#) outright from the Microsoft website.

Microsoft 365 is a monthly subscription, whereas you pay only once for the Office Suite.

If you don't want to create presentations but only want to view what others have created, use [PowerPoint Online](#) to view it for free.

Reference

- <http://uscm.med.sc.edu/PowerPoint.pdf>
- https://www.tutorialspoint.com/powerpoint/powerpoint_tutorial.pdf
- <https://byjus.com/govt-exams/microsoft-powerpoint/>
- <https://www.lifewire.com/microsoft-powerpoint-4160478>

